

MICHIGAN DEPARTMENT OF EDUCATION

Office of School Support Services

Section 31B - Year-Round School Grant Announcement

Applications due May 1, 2014

BACKGROUND

The Year-Round School Grant was authorized in P.A. 116, effective on April 11, 2014. This is a competitive grant that will be awarded to at-risk districts for implementing a year-round instructional program.

PURPOSE

The State Legislature appropriated \$2 million for the Year-Round School Grant under P.A. 116 of 2014, 2013-14 State School Aid Act Supplemental Appropriation.

The funds are to be used for necessary modifications to instructional facilities and other nonrecurring costs to prepare for the operation of a year-round instructional program. Eligible applicants are at-risk districts that adopt a resolution to implement, for the first time, a year-round instructional calendar beginning in 2014-2015 in at least one school building.

Year-round instructional program calendars must be consistent with the *Standards for Determining a Bona Fide Year Round School* attached to the Labor Day Waiver [MCL 380.1284b]. Districts will be required to submit a request for a Labor Day waiver for instructional programs that begin before Labor Day. The State Superintendent may approve a waiver if it is determined that the school or program is a bona fide year-round school or program established for educational purposes.

Awarded districts must commit to providing a year-round instructional calendar for at least three (3) school years. Districts will not be required to provide more than the minimum number of days and hours of pupil instruction, but must spread at least the minimum amounts of pupil instruction over the entire year in each school implementing a year-round instructional program calendar.

ELIGIBLE APPLICANTS

Eligible applicants are districts that meet both of the following criteria:

1. Local school board has adopted a resolution stating that the district will implement for the first time a year-round instructional calendar that will begin in 2014-2015 for at least one school operated by the district and committing to providing the year-round instructional calendar in each of those schools for at least three (3) school years.
2. District meets one or both of the following:
 - (i) Eligible in 2013-2014 for the Community Eligibility Option for free and reduced price lunch under 42 USC 1759a.
 - (ii) At least 50% of the pupils in membership in the district met the income eligibility criteria for free breakfast, lunch, or milk in the immediately preceding state fiscal year, as determined under the Richard B. Russell National School Lunch Act, 42 USC 1751 to 1769i.

The applicant must submit a copy of the adopted school board resolution or board minutes that meet the above criteria and signed by the Board Secretary school board secretary.

A list of districts meeting the eligibility criteria is available for viewing on the Michigan Department of Education (MDE) website. Click on the "Grants" tab found in the left-hand column of the MDE website, and then click on [Year-Round School Grant Program](#).

TIME PERIOD OF AVAILABILITY

The Year-Round School Grant supports allowable costs associated with preparing for the operation of a year-round instructional program that will begin in 2014-2015. Grant funds can be used for costs incurred on or after May 1, 2014 and no later than June 30, 2015.

TOTAL FUNDS AVAILABLE

A total of \$2,000,000 is available in fiscal year 2013-2014. The maximum award for a 2013-2014 Year-Round School Grant is \$750,000 per eligible district.

USE OF FUNDS

Funds received in a grant award may be used for necessary modifications to instructional facilities and other nonrecurring costs of preparing for the operation of a year-round instructional program as approved by the MDE. Funds will not be awarded for typical operating expenses or other recurring costs.

Expenditures must be based on a budget approved by the MDE. A revised budget must be submitted to and approved by the MDE prior to making any change from the original approved budget.

APPLICATION REQUIREMENTS

Submit a completed and signed application form and all required attachments to the MDE by the [May 1, 2014](#) deadline. The application form is available for downloading from the MDE website. Click on the "Grants" tab found in the left-hand column of the MDE website, and then click on [Year-Round School Grant Program](#).

Complete the cover page for information about the School District and have it signed and dated by an authorized representative. Signing the application means that the applicant certifies that it will comply with all state regulations and requirements pertaining to this grant program, and that all of the information contained in the District's application is true and correct.

Provide a narrative description of the project that clearly explains the purpose of the project, the intended use of grant funds, and why the project is necessary to support a year-round instructional program. Include an explanation of how standard curriculum for at the selected year-round location(s) will be delivered over the course of the instructional calendar, demonstrating that all content areas that are typically delivered throughout the year are also being taught during the summer session(s). Supply sufficient detail to clearly and fully explain the project. In addition to describing grant funded activities, provide information about tasks and activities that may not be included in the budget, yet are essential to start-up efforts and illustrates that the district's plan is feasible for implementing a year-round instruction program in 2014-2015.

In the narrative, provide a timeline of activities related to the use of grant funds in preparation of a year-round instructional program that meets the timeframe of May 1, 2014 to June 30, 2015. The narrative should be limited to no more than three (3) pages in 11-pitch Verdana font.

Attach a completed budget form and budget detail narrative for each facility where proposed costs are to be incurred for the preparation of a year-round instructional program. Eligible budget expenditures include building improvement services, improvements to transportation vehicles, and architecture and engineering services or operations and maintenance related to the eligible improvements.

Provide a budget detail narrative that clearly explains each proposed expenditure and how it supports the project. Provide sufficient detail to supply reviewers with information to determine if all proposed costs are reasonable for the intended purpose. Proposed costs must be directly associated with necessary modifications to instructional facilities and other nonrecurring costs of preparing for the operation of a year-round instructional program.

Attach a resolution by the school district board to implement, for the first time, a year-round instructional calendar beginning in 2014-2015 in at least one school building for at least three (3) years, and signed by the Board Secretary with the date of passage. Alternatively, the district may submit a copy of the minutes of the meeting in which the school district board adopted the resolution, and signed by the Board Secretary.

Attach a proposed year-round instructional calendar that is consistent with the *Standards for Determining a Bona Fide Year Round School* attached to the Labor Day Waiver [MCL 380.1284b]. Indicate if the year-round instructional calendar is proposed for at least three (3) years. If there is a plan to vary the year-round instructional calendar in the future, indicate what the plan is and attach each future year's calendar for 3 years.

If necessary, attach a request for a Labor Day Waiver for instructional programs that begin before Labor Day. The State Superintendent may grant the waiver if it is determined that the school or program is a bona fide year-round school or program established for educational purposes.

Weblink to Labor Day Waiver:

http://www.michigan.gov/documents/mde/waiver_labor_day_1-23-08_224652_7.pdf

LENGTH OF AWARD

The expenditure period will be effective with a beginning date of May 1, 2014 with and ending date of June 30, 2015.

PAYMENT SCHEDULE

Payment of 90% of each award will be made following the State Superintendent's approval of grant awards. Funds will be made available to awarded districts in June 2014 as a state aid payment through the *State Aid Management System* for approved grant expenditures.

NOTE: Ten percent (10%) of grant funds will be retained until receipt of a Final Project Report and Final Expenditure Report and satisfactory completion of the project.

SUBMISSION INSTRUCTIONS

The SIGNED ORIGINAL and TWO (2) copies of the complete proposal with all required attachments must be received on or before **5:00 p.m., Thursday, May 1, 2014** at the following address:

Attn: Lucy Sciotti
Michigan Department of Education
Office of School Support Services
P.O. Box 30008
Lansing, MI 48909

If shipping by overnight express or UPS mail, the following address must be used:

Attn: Lucy Sciotti
Michigan Department of Education
Office of School Support Services
608 West Allegan Street
Lansing, MI 48933

QUESTIONS

Questions regarding the application form may be directed to the Grants Coordination and School Support Office at (517) 373-1806.

SELECTION OF AWARD RECIPIENTS

This grant will be awarded through a competitive review process. A review panel composed of individuals representing the Michigan Department of Education and/or other selected individuals will review the grant applications. The review of each application will be based on the attached scoring rubric.

The Michigan Department of Education will give priority based solely on consideration of the following criteria:

- Districts with lower general fund balances as a percentage of revenues.
- Districts that operate at least one school that has been identified by the department as either a priority school or a focus school.
- Ensuring that grant funding includes both rural and urban districts.

Lists of districts operating priority and focus schools and urban/ rural districts are available for viewing on the Michigan Department of Education (MDE) website. Click on the "Grants" tab found in the left-hand column of the MDE website, and then click on [Year-Round School Grant Program](#).

REJECTION OF PROPOSALS

MDE reserves the right to reject any proposal received as a result of this announcement. The MDE will not review an application received after the submission deadline.

ASSURANCES OF ACCURACY

If during the implementation of any funded project, MDE establishes that inaccurate or false information was provided in the application, the grant may be rescinded.

GRANT TIMELINE

The Year-Round School Grant application consists of a cover page, assurances, narrative, budget with budget detail narrative, and required attachments. Interested applicants must submit an application to the Michigan Department of Education no later than **May 1, 2014**.

The expected time frame for this grant program includes the following major milestones:

April 8, 2014 – State Board of Education approval of grant criteria

April 11, 2014 – Application available on MDE’s website

May 1, 2014 – Application due date

May 30, 2014– Awards announced

September 30, 2014 – Interim Progress / Financial Report due date

June 30, 2015 – Grant end date

September 30, 2015 – Final Project Report and Final Expenditure Report due date

November 30, 2015 – Release of 10% withholding after satisfactory project completion

September 30, 2016 – Interim post-completion report due date

September 30, 2017 – Final post-completion report due date

PROJECT REPORTS

Each grant recipient must submit an interim progress report, final project and final expenditure reports, and two (2) post-completion reports to the MDE by the due dates in the above timeline.

The interim progress and financial report will consist of a short description of project activities to date, summary of financial expenditures and summary of anticipated expenditures.

The final project and expenditure report will consist of a project narrative with a description of the completed project and perceived outcomes for education delivery, final financial report, explanation of any deviations from the approved budget, a copy of the implemented year-long school calendar, and evidence of the completed project, such as copies of invoices, contracts, photographs, or other evidence to the satisfaction of the MDE.

Post-completion reports will consist of a one-page project narrative that describes the advantages and challenges of operating the year-round program.

MONITORING VISITS

All sub-recipients are subject to an on-site or desk review of the grant. Recipients must maintain and make available, in the event of a monitoring visit, evidence and documentation to support all expenditures for three (3) years after the grant end date.

MICHIGAN DEPARTMENT OF EDUCATION
Section 31B Year Round School Grant (P.A. 116 of 2014)
Rubric and Score Sheet (Total 100 Points Available)

Applicant District: _____

School (s) selected for improvements necessary to implement a first-time year-round instructional program:

ELIGIBILITY FACTORS

A. The district must meet both of the following conditions to be considered eligible:

A1. The district's board has adopted a resolution stating that the district will implement for the first time a year-round instructional calendar that will begin in 2014-2015 for at least 1 school operated by the district and committing to providing the year-round instructional calendar in each of those schools for at least 3 (three) school years.

<input type="checkbox"/> Yes	The application includes evidence of an adopted resolution with an attached school board resolution or board minutes that meet the above criteria and signed by the Board Secretary.
<input type="checkbox"/> No	

A2. The District meets one or both of the following conditions:

<input type="checkbox"/> Yes	(i) Is eligible in 2013-2014 for the Community Eligibility Option (CEO) for free and reduced price lunch under 42 USC 1759a.
<input type="checkbox"/> No	

<input type="checkbox"/> Yes	(ii) At least 50% of the pupils in membership in the district met the income eligibility criteria for free breakfast, lunch, or milk in the immediately preceding state fiscal year, as determined under the Richard B. Russell national school lunch act, 42 USC 1751 to 1769i.
<input type="checkbox"/> No	

B. The proposed calendar must be for a bona fide year-round instructional program.

<input type="checkbox"/> Yes	There is a proposed year-round instructional calendar, covering 3 years, that is consistent with the <i>Standards for Determining a Bona Fide Year Round School</i> attached to the Labor Day Waiver, and approved by MDE.
<input type="checkbox"/> No	

<input type="checkbox"/> Yes	There is an attached request for a Labor Day Waiver for an instructional program that begins before Labor Day. The State Superintendent must grant a waiver before grant funds can be made available.
<input type="checkbox"/> No	

PROPOSAL FACTORS

Applicant District: _____

C. Narrative description of the project and intended use of grant funds. (40 pts maximum)

	The narrative clearly and fully explains the purpose of the project and intended use of grant funds. The project is necessary to support a bona fide year-round instructional program. (0 - 15 pts)
	The project narrative includes an explanation of other tasks and activities essential to start-up efforts. The district's plan is feasible for implementing a year-round instruction program n 2014-2015. (0 - 15 pts)
	The project meets the timeframe of the grant expenditure period (May 1, 2014-June 30, 2015) to support a year-round instructional program beginning in 2014-2015. (0 - 10 pts)

D. Budget and Budget Detail Narrative. (60 pts maximum)

	The budget presents eligible expenditures for building improvement services, improvements to transportation vehicles, and architecture and engineering services or operations and maintenance related to the eligible improvements. (0-15 pts)
	The budget detail narrative clearly explains each proposed cost. Proposed costs are directly associated with necessary modifications to instructional facilities and other nonrecurring costs of preparing for the operation of a year-round instructional program. (0-20 pts)
	The budget detail narrative clearly explains how each proposed cost supports the project. All proposed expenditures are necessary for the project. (0-15 pts)
	All proposed costs are reasonable for the intended project. (0-10 pts)

	TOTAL PROPOSAL POINTS (100 maximum)
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PRIORITY FACTORS

Applicant District: _____

E. The following priorities will be used for selection of grant awards:

<input type="checkbox"/> Yes	District operates at least one school that has been identified by the MDE as either a priority school or a focus school.
<input type="checkbox"/> No	
<input type="checkbox"/> Urban <input type="checkbox"/> Rural <input type="checkbox"/> Neither	District is a rural or urban district based on NCES data.
Percentage:	District has a lower general fund balances as a percentage of revenues.

\$ _____	TOTAL REQUESTED GRANT AMOUNT
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